STATE OF TENNESSEE
TENNESSEE CONSOLIDATED RETIREMENT SYSTEM
502 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0201
1-800-770-8277 | http://tcrs.tn.gov

DAVID H. LILLARD, JR.
STATE TREASURER

JILL BACHUS
DIRECTOR

From: TCRS Concord Project (Treasury.Concord@tn.gov)

To: All participating employers of TCRS

Employers Currently Submitting Contribution Reports via File
We are making great progress in the development and testing of Concord. This message is to provide you with an update regarding the next steps toward implementation.

We will begin file validation toward the middle of November. What does this mean to your agency?

The elected Employer Self-Service (ESS) Administrator will receive an initial email from the TCRS staff member assigned to each agency for file validation. This email will contain a link to instructions as well as the file name and report month for which your agency should report. You can find an overview of file validation on page 7 of the Employer Guidebook located at http://treasury.tn.gov/tcrs/PDFs/ConcordEmployerGuidebook.pdf.

If you do not plan to submit your contribution report via electronic file submission in Concord, please respond to this email indicating that you will not be submitting a file and will instead be using the module via ESS to enter your report details. All employers submitting contribution files in Concord are required to participate in file validation prior to go-live.

Our next communication will contain details about Concord training. If you have any questions, please email Treasury.Concord@tn.gov or call (615) 532-6111.

Employers Currently Submitting Contribution Reports via Paper
We are making great progress in the development and testing of Concord. This message is to provide you with an update regarding the next steps toward implementation.

We will begin testing with those agencies that submit their contribution report via electronic file submission within the next month. Since you will not be submitting your contribution report via file submission in Concord, you are not required to participate in this testing.

If you plan to submit your contribution report via electronic file submission in Concord, please respond to this email indicating that you will be submitting a file and will not be using the module via ESS to enter your report details. All employers submitting contribution files in Concord are required to participate in testing prior to go-live.

Our next communication will contain details about Concord training. If you have any questions, please email Treasury.Concord@tn.gov or call (615) 532-6111.